



**Cincinnati Recreation Commission**

Summer Day Camp  
**Family Handbook**

805 Central Avenue, Suite 800  
Cincinnati, Ohio 45202  
513.352.4000

## Welcome

Dear Parents/Guardians:

Welcome to the Cincinnati Recreation Commission's CAMP CRC Summer Day Camp! Throughout the summer, children participate in a wide variety of activities with other children. They are encouraged to achieve their fullest potential and to step outside of their comfort zones in CRC's supportive atmosphere. At summer camp, children experience more than crafts and games. They can try new activities designed to help them develop responsibility, a spirit of cooperation and an appreciation of the natural environment.

Safety is a priority in our programs. Staff members are certified in CPR and First Aid as well as undergo training to ensure that your child will have a safe and memorable camp experience.

This handbook has been created to help you better understand our Summer Day Camp. Please acquaint yourself with this book, CRC staff, and your child's camp leader. If you have any questions or concerns about your child's participation, please call us. We are here for you!

### The Cincinnati Recreation Commission CAMP CRC Summer Day Camp

Clifton	961-5681	Mt. Washington	232-4762
College Hill	591-3555	North Avondale	961-1584
Corryville	221-0888	Oakley	321-9320
Dunham	251-5862	Pleasant Ridge	731-7894
Hartwell	821-5194	Sayler Park	941-0102
McKie	681-8247	Westwood Town Hall	662-9109

*The Cincinnati Recreation Commission (CRC) provides recreational and cultural activities for Cincinnatians of all ages and abilities. CRC enriches the lives of Cincinnati citizens, through special public events, volunteer opportunities and leisure activities at 23 recreation centers, 28 aquatic facilities, 6 golf courses and hundreds of playgrounds and sports fields.*

*The City of Cincinnati and CRC are dedicated to providing equal employment without regard to race, gender, age, color, religion, disability status, marital status, sexual orientation, or transgendered status, or ethnic, national or Appalachian origin, or on the basis of any other category protected under federal, state and local laws. The City of Cincinnati and CRC are committed to supporting the Americans with Disabilities Act. Please call if you require any special accommodations.*

## **PHILOSOPHY**

The purpose of the Cincinnati Recreation Commission's CAMP CRC Summer Day Camp program is to meet the developmental needs of school-aged children and to serve family needs for quality care during the summer. The program focuses on facilitating the child's sense of industry, which promotes a sense of competence, creating an environment conducive to positive peer interaction. This positive environment encourages initiative and supports growth of self-direction and free choice under the guidance of nurturing and caring staff. Our program assists children in developing positive attitudes of caring, respect, honesty, and responsibility for themselves and others.

## **PROGRAM GOALS**

The program provides:

- A safe environment
- Emotional support and warmth
- Responsive staff who serve as positive role models and good listeners
- Opportunities to learn confidence in dealing with the physical world through games, activities, and exercise
- Encouragement to be creative and imaginative
- Opportunities to develop personal discipline including taking responsibility for one's own actions
- Setting and accepting limits
- Respect for rights and property of others

CAMP CRC Summer Day Camp is designed to serve area youth from ages 6-12 years. Five year olds who have completed kindergarten are also eligible for enrollment. Children have the opportunity to make new and lasting friendships, develop new skills and best of all – have lots of fun in a safe, caring, and non-competitive environment.

## **PROGRAM PARTICIPATION**

All children are encouraged to participate in all daily scheduled activities. There are many alternate ways for them to be a part of the program. The CAMP CRC Summer Day Camp program helps children with their physical, social, and emotional growth. If your child is unable to participate due to an illness or health condition, we request that you inform us on a daily basis and in writing.

If you or your child have any questions or concerns or need a special accommodation, please bring this to our attention as soon as possible. There are few problems that cannot be worked out if they are brought to the attention of the staff and/or parents early enough.

## **FAMILY INVOLVEMENT**

Family involvement is essential to the success of our program. We appreciate any suggestions or criticisms that families may have. In providing an open relationship with all family members, we believe that we provide better care for your children. We encourage families to visit our program at any time. Any family member who has a special interest or skill to share may notify their child's camp leader.

If there is something happening in your child's life that we should know about, please let us know as soon as possible. It may affect your child's behavior in our program. Please keep us informed so that we can be sensitive to your child's needs. We find it in the best interest of the children to work with the family as a team to provide the best environment for your child's growth and development. It is very important that parents take the time to talk with the staff and the staff will keep parents informed of the child's progress. If you are unable to talk to us in person, please do not hesitate to call or write.

## **REGISTRATION**

A fundamental component of our quality day camp program is accurate record keeping regarding all of the children's information. If any of your child's information changes, please update your registration materials.

## **ARRIVAL AND DEPARTURE**

1. **Upon arrival to camp, parents must escort their children into the center, notify the staff of their presence, and sign in on the appropriate form.** The Cincinnati Recreation Commission is not responsible for children dropped off but not checked in. **Please notify us in advance if your child will be absent from camp.**
2. Children must be picked up by 4:00 p.m. if enrolled in CAMP CRC Summer Day Camp core program or 6:00 p.m. if in the CAMP CRC Summer Day Camp Extended Care Program. Parents must enter the center and notify staff that they are removing their child from the center and sign their child out on the appropriate form. **Any parent who arrives after 4:00 p.m. (core program) or 6:00 p.m. (extended care) will be charged a late fee of \$15.00 per quarter hour.**
3. Please be courteous if you cannot be at the center by the appropriate program ending time. We ask that you call the center 15 minutes prior to the indicated ending time to inform the staff of a late pick-up. Inform the staff member of your name, the child's name, and your expected late pick-up time.
4. No child will be released from the center to anyone other than the parents, legal guardians, or other persons specifically indicated on the enrollment application. We require that you give advance written notice to the center when changes occur. Staff may ask for verification of identity before releasing a child.
5. Parents must notify the center when children are absent or leaving camp early.
6. Children who wish to participate in activities (e.g. soccer, baseball, etc.) outside of the program during the program's hours of operation will be released for the activity only after the center receives a note from a parent and a schedule of activities.
7. If there is a person listed on your child's application as an unauthorized escort, we must have that information in the form of a notarized statement or copy of the Court Order. Without proper court documentation, we are unable to refuse any legal parent/guardian the right to pick-up their child.

We must have written permission from the child's counselor before we can release Foster Care children to their biological parents.

## **CAMP CRC SUMMER DAY CAMP STRUCTURE**

CAMP CRC will operate Tuesday, May 31, 2016 through Friday, August 12, 2016. There will be no summer camp on Monday, July 4, 2016 and all centers will be closed.

CAMP CRC Summer Day Camp core program days and hours are Monday through Friday beginning at 9:00 a.m. and concluding at 4:00 p.m. CAMP CRC Summer Day Camp Extended Care Program days and times are Monday through Friday, 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.

## **APPROPRIATE CLOTHING** (see swimming section for detail on swimsuits)

Please dress your child appropriately for each day. Your child will be very active during the day so we discourage any dress other than play clothes or clothes that you do not mind getting dirty, wet, or ruined. Gym shoes and socks must be worn daily. Do not send your child in sandals. Sandals can be a problem or danger in daily activities and on field trips. Please label all personal items. Summer day campers will receive a camp t-shirt. Your child should wear this shirt on field trip days.

**The staff is not responsible for any personal items brought to the center.**

## **SUMMER LUNCH AND SNACKS**

Children must bring a packed lunch and drink daily. Please mark your child's name on the lunch bag. If possible secure your child's lunch; a stapled or zipped bag is less likely to be attractive to other children. We suggest insulated

bags since refrigeration is unavailable. Please also provide an afternoon snack and drink. The children work up quite an appetite.

Many centers participate in the Cincinnati Public School's Summer Lunch Program. The camp director will provide you with the dates and serving time for this program.

### **GROUPS**

Each child is placed into groups with other children of their own age. This offers them an opportunity to meet new children and gain new experiences. During group time, children will participate in a variety of activities that can include arts and crafts, cooking, sports, nature, or games.

### **FIELD TRIPS**

All campers have the opportunity to participate in field trips throughout the summer. These trips will require travel away from the center. Adult supervision is always provided for each trip. Please make sure that your child is prepared for each trip and arrives in plenty of time before the scheduled departure time. Proper behavior is required from each child on every outing. No staff will be left behind at our building to supervise children who do not attend field trips.

### **SWIMMING**

CAMP CRC Summer Day Campers will swim frequently. **Each day, children need to bring their suits, towels, and sunscreen.** It is your responsibility to send sunscreen with your child on a daily basis. Please make sure the sunscreen you send has a high SPF. Also, please keep your child's camp leader informed of special sun care needs.

Swim lessons are a requirement in CAMP CRC Summer Day Camp. **A written note is required each time your child is unable to participate in swim lessons.**

### **CAMPER BELONGINGS**

**During the summer, each day camper must have lunch, snack and drinks, swim suit, towel, sunscreen, and water bottle.**

Children, regardless of their age, have trouble keeping all their belongings together. As a rule, all items brought to camp should fit in the child's book bag, backpack, or gym bag. Please be aware that children often leave their underwear (misplaced when changing to swim), socks, and towels at camp. If you can, please take time to check each day that your child leaves camp with all of his/her belongings. If you notice that you are missing something of your child's, please feel free to check the lost and found.

### **PROGRAM SAFETY**

At all times the safety of the campers is considered our number one priority.

1. Children will not be left alone or unsupervised.
2. Children will be escorted in and out of the building by an adult or staff member.
3. Attendance will be taken at arrival and upon departure at the center, on trips out of the building, and on field trips.
4. Emergency information cards will be taken on all outings.
5. Accidents or injuries will be recorded and kept on file. Parents will be given a copy, if requested.
6. All staff is trained in First Aid and CPR and will be available on all field trips. A first aid kit will be brought on all outings.
7. A staff person will immediately notify the local children's protective services if abuse or neglect is suspected.

The majority of first aid cases at camp will be minor in nature; however, each case will be given prompt attention. Day camp staff will administer emergency first aid, as required, within the limits of their training.

Procedures to be followed in the event of an accident include:

- Calming the injured child.
- Administering first aid, within the limits of the staff training.
- Contacting the parents immediately if warranted.
- Calling “911” when necessary (they will transport to the hospital).
- Completing an accident report (copy is available to the parent/guardian).

### **BEHAVIOR EXPECTATIONS**

CRC works to cultivate self-discipline, a sense of responsibility, a respect for authority, and a consideration for the rights of others. The object of all imposed discipline is to promote clear, ordered thinking and acting which must be present for this growth to take place.

### **CENTER RULES**

All campers are expected to:

- Walk throughout the building, running is for outside and gym play times
- Keep their hands and feet to themselves
- Use inside voices at all times, screaming is only for emergencies
- Ask and wait for permission before leaving a room
- Keep track of all personal belongings
- Clean up after themselves
- Have food and drinks in designated areas only
- Not use foul language
- Respect others and their property
- Wear shoes at all times, except during swim time
- Treat the center with respect
- Follow the rules of the center
- Not fight or engage in any rough play

### **VAN RULES**

All campers are expected to:

- Wear a seat belt at all times
- Keep body parts inside
- Have NO food or drink in the van
- Have camp leaders only operate the side door
- Not yell or scream
- Face forward
- Not sit in the front seat unless over 12 years of age (a passenger side air bag is present)

### **BUS RULES**

All campers are expected to:

- Sit no more than three to a seat
- Face forward
- Keep body parts inside
- Not yell or scream
- Not have open food or drink

- Be aware of the emergency exits
- Not stand while the bus is moving
- Board and exit in an orderly fashion

Due to the size of camp, discipline problems may occur from time to time. The center staff/day camp leaders are responsible for the control of day camp participants in keeping with the discipline policies established by the Cincinnati Recreation Commission. Campers who continually cause problems during bus and van trips may be excluded from upcoming trips.

The staff will do their best to handle discipline situations in a positive manner, with kindness, consistency, and understanding on a daily basis. Constant disruptive behavior may result in suspension and/or dismissal from the program. **Fighting will not be tolerated under any circumstances.** Each incident will be judged on its own merit, but in general, the following procedures will be followed:

1. Observe and listen in order to prevent conflict by anticipating any unacceptable behavior.
2. Redirect the child to another activity.
3. Talk to the child individually.
4. Separate the child from his/her group. Discuss the situation with the child.
5. Notify parents. Most notifications will take place in writing. Discipline notes must be signed and returned to the leader the following day.
6. Repetitive behavioral problems can result in the loss of specific privileges (e.g. field trips). Parents will assume responsibility for the child if a field trip is revoked.
7. Ongoing behavior problems can result in a parent-leader-director conference or may result in suspension or expulsion from the program.

When these behavior expectations are not met, a camper can expect that the disciplinary plan will be followed with verbal or written notification to the parent. Each incident is judged on its own merit by the camp director or supervisor. CAMP CRC Summer Day Camp follows the Participant Behavior and Discipline Guidelines of the Cincinnati Recreation Commission as a whole. The following are examples of inappropriate behavior that will not be tolerated. **Parents, please discuss these rules with your child before the program begins.**

### **Cincinnati Recreation Commission Policy on Managing Participant Behavior and Appropriate Discipline**

The Cincinnati Recreation Commission strives to maintain a safe, positive atmosphere in all programs and facilities. Participants are expected to treat others with respect and to abide by all recreation center and Cincinnati Recreation Commission rules of conduct. Recreation Commission staff members will promote positive behavior and implement various strategies designed to minimize the need for disciplinary action. This includes clarifying behavioral expectations and reinforcing positive behavior. When disciplinary action is necessary, it will be applied in a consistent manner with consequences appropriate to the level of behavior (see addendum).

Certain disciplinary techniques are considered inappropriate and are strictly prohibited. These include:

- Corporal (physical) punishment
- Locking or confining participant in an enclosed area
- Deliberately humiliating, intimidating, or verbally abusing participant
- Withholding food, drink, or bathroom usage (special food/treats may be used as rewards or withheld as discipline)
- Having another participant apply the discipline
- The use of physical restraints (manual or other)\*

\* Note: If a participant becomes physically aggressive, becoming a threat to themselves or others, staff who have been trained and are currently certified in Nonviolent Crisis Intervention may use these non-harmful control and restraint techniques. Nonviolent Physical Crisis Intervention is used when verbal interventions have been exhausted and the individual presents an immediate danger to themselves or others. Physical controls/restraints are used as a last resort when all other means of de-escalation have failed and action is needed to prevent injury.

### Participant Behavior Discipline Guidelines Addendum

Behavior Level	Violations Include	Recommended Disciplinary Action
<b>Category One</b>	Program/activity disruption, defiance, disrespect, dishonesty, profanity, other center program rule violations, physical acts towards others (Level 1)*	Center-based consequence, may include parent notification. Multiple/repeat incidents or more severe incidents may warrant suspension. (1 to 3 days)**
<b>Category Two</b>	Verbal threatening, harassment, intimidation, racial slurs, possession of banned items/substances, gambling, false alarms, vandalism (minor), theft (minor), other safety violations, physical acts towards others (Level 2)*	Parent notification, possible suspension (1 to 6 weeks). Multiple/repeat incidents or more severe incidents may warrant lengthier suspension.
<b>Category Three</b>	Vandalism (major), theft (major), extortion, weapons possession, breaking/entry, serious safety violations, physical acts towards others (Level 3)*	Suspension (3 months to 1 year), possible expulsion, may include police action, payment of repair/replacement costs. Multiple/repeat incidents or more severe incidents may warrant immediate and permanent expulsion (CRC-wide). <i>(Incident Report is required.)</i> <b>Notify your Supervising Recreation Coordinator and Director of CRC.</b>

\* Physical acts towards others (categorized as Level 1, 2, or 3) will be evaluated based on several factors, including degree of provocation, intent to injure, and severity of act.

\*\* Suspensions beyond one day/program must be approved in advance by the Service Area Coordinator. Suspensions of three days or longer require a parent/participant/staff meeting prior to reinstatement. This meeting may include the development of a behavior contract.

Note: Additional behavioral expectations may be established for specific programs. Violations of these program-specific rules will be enforced as directed in supplemental parent/participant guidelines.

**Review Process:** If a participant (or parent/guardian of participant) believes the disciplinary action is unfair or unjust, a meeting to discuss the action may be requested. This meeting would include the CRC staff member(s) observing the behavior/violation and the Service Area Coordinator.

Note: These behavioral guidelines may not apply to participants with disabilities (those having submitted an Accommodation Request Form) as the Americans with Disabilities Act requires us to develop specific, individualized strategies (behavioral support plan) to address negative behavior.



**We reserve the right to terminate a child's enrollment if the staff decides it is not in the best interest of the child's safety and/or the safety of the camp to continue his/her participation. We reserve the right to refuse enrollment of any child based on prior behavior.**

### **TOYS AND ELECTRONIC DEVICES**

Children are asked to leave all toys, electronic devices, and video games at home. The Cincinnati Recreation Commission and staff/volunteers are not responsible for children's toys, etc.

### **CELL PHONE POLICY**

Cell phones are not permitted at camp in any capacity and will be confiscated and given to the parent at the end of the day.

### **EMERGENCY CLOSINGS**

In case of an emergency closing of the center, we will do our best to accommodate both the parent and child. You will be notified of any changes as soon as possible.

### **COMMUNICABLE DISEASES**

A communicable disease is recognized by the following signs of illness:

- A temperature of one hundred degrees Fahrenheit
- Unusual spots or rashes
- Diarrhea and/or vomiting
- Any evidence of contagious disease such as ringworm, chicken pox, lice, or scabies
- Sore throat or difficulty swallowing, severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Stiff neck
- Conjunctivitis
- Unusually dark urine and/or gray or white stool

### **Parents should keep their child home if any symptoms are present.**

If one or more symptoms of communicable disease appear during the time the child is at the center, the child will be isolated in a special area. A staff member will be within sight or hearing of the isolated child. No child will ever be left alone or unsupervised.

Parents will be notified immediately. The child will then be released to the care of his/her parent as promptly as possible. If a parent is not available, the staff may release the child to the designated emergency contact. Any child discharged due to illness may return to the center after symptoms are gone.

Any child discharged due to symptoms of head lice will be rechecked by staff upon return. The Cincinnati Recreation Commission adheres to a **no nit** policy. Staff will inform parents if their child has been exposed to communicable diseases or conditions.

### **ADMINISTRATION OF MEDICATION**

NO medication, vitamins, or special diets will be administered unless instructions to administer such items are written, signed, and dated by the parent/guardian. A Request for Administration for Medication (CRC#256) form is to be used for this purpose. Parents should submit a new authorization every 90 days.

The medication must be in a pill, capsule, or liquid form. Instructions for administering the medication must be specific regarding the dosage directions. Parents may not indicate “as needed” since this type of general instruction unfairly requires staff to make “medical judgments.” Prescriptions must be in a clearly marked container from the pharmacist. The label must show the child’s name, the dosage directions, the doctor’s name, and prescription number. Non prescription medication must be provided in the manufacturer’s original container.

### **FEES**

CAMP CRC Summer Day Camp fees are as follows:

Camp Fee is \$1,045.00 per child Extended Care Fee is \$210.00 per child

All fees are set by the Cincinnati Recreation Commission. Staff will provide you with the payment schedule for camp fees. To provide an adequate level of service and to keep fees to a minimum, it is imperative to collect all fees in advance of providing services. Fees are considered late in the following instances:

1. A participant is receiving program benefits for which no prior payment has been received.
2. A participant has not paid in a timely manner the amounts required by the facility’s scheduled payment plan.
3. A check written for services has been dishonored because of insufficient funds.

We cannot deduct days missed/absent from your fee. Your fee pays for direct operating costs, staff, and materials. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether or not he/she attends. In cases of hospitalization or extended illness, verified by a physician, credit may be issued after discussion with the Service Area Coordinator.

### **TAX INFORMATION**

*The Cincinnati Recreation Commission is unable to provide year-end statements regarding your child care account.* Please keep your canceled checks, money order copies, and receipts for tax purposes. Our tax identification number is **31-6000064**.

### **DISHONORED CHECK PROCESS**

If a participant’s check is returned due to insufficient funds, a notice will be issued. The amount owed plus a \$30.00 charge must be paid. If the payment is not made, the child will not be able to continue in the program.

### **ACCOUNTS RECEIVABLE**

The Financial Management Division will invoice an individual or company automatically for bad checks. Camp directors are to submit requests for invoice at anytime for accounts that have not been paid when due. Once an account is turned over to Financial Management the collection process is as follows:

1. Financial Management sends an invoice to the person/party who has 30 days to pay;
2. Financial Management sends a past-due notice 45 days after invoice date (15 days past due) giving the person/party 15 days to pay;
3. Accounts unpaid after 60 days from the invoice date are referred to the City Treasurer as delinquent accounts.

Please note: We do not invite any campers back the next summer who have an unpaid balance or who has a sibling with an unpaid balance. We are more than willing to make special payment arrangements in advance to help prevent this from happening.